

**City of Sunnyvale Facilities Usage Request Form**

Neighborhood Association: \_\_\_\_\_ Date: \_\_\_\_\_

Refer to *Special Agreement Between the City of Sunnyvale and (\_\_\_\_\_) Neighborhood Association* for specific information regarding facilities usage by neighborhood associations. Project your City facilities usage out one year beginning from the date of this form. Use a separate line for each request for a different facility, different time, or a different purpose (attach additional pages if needed.) Please be as specific as possible. Include as applicable: association meetings, banquets, practice space, etc.

	Facility Requested	Date(s) Requested	Time Requested	Purpose of Use	Response to Request (to be completed by staff)
1.					
2.					
3.					
4.					
5.					
6.					